

Check the Distance Learning page at <http://LTech.nwfsc.edu> or the class schedule for the last day to drop a class with a refund. Be careful; this date follows Distance Learning orientations very closely!

NWF State College Distance Learning Information Sheet

Distance learning at NWF State College is intended for students whose schedules make it inconvenient or impossible to enroll in classes scheduled in the traditional, face-to-face format. At this institution, distance learning classes are primarily delivered in two formats: mixed-media and online.

Mandatory orientations for distance learning classes are held at the Niceville campus. Midterm and final examinations for mixed media classes are also held at the Niceville campus; some online classes may have web-based testing, but others have in-person exams at the Niceville campus. Information about orientation and exam scheduling is provided on the Learning Technologies Department website (<http://LTech.nwfsc.edu>) and on study guides/materials provided by instructors.

Types of distance learning currently offered at NWF State College

Online: NWF State College uses Desire2Learn (D2L) to deliver its online distance learning classes. Online classes tend to be interactive and may offer the opportunity to work closely with the instructor and other students in a collaborative learning environment. Online classes are also likely to have homework deadlines throughout the semester. Students should have a basic working knowledge of computers, the Internet, and e-mail. Hardware and software requirements are as follows below; however, student can run a system check on their computers from <http://elearning.nwfsc.edu/>.

- Internet access with at least a 56K dial-up connection is acceptable; cable or DSL is preferred.
- A Pentium III processor or better is recommended.
- Windows 2000 or later or Mac; Windows XP is recommended.
- Students whose computers have firewalls may have some problems with the online class software program. The Learning Technologies technical support team will make every effort to help the student resolve this problem, but if the firewall issue cannot be resolved, the student may need to access the course from another computer.
- Students using America Online should not use the AOL built-in browser. Instead, students should use the latest version of Microsoft Internet Explorer or Mozilla Firefox.

Students whose home computers do not meet the above requirements may use an open computer lab at any college campus or center.

Mixed-media: Mixed-media classes use textbooks and may be enriched with videos, CDs, e-mail, study guides, supplemental readings, the Internet, or other materials.

Services for distance learning students provided by the Learning Technologies Department and the ASC

- Request for Technical Assistance: <http://itech.nwfsc.edu/forms/studenthelpform.html>
- Exam proctoring: (850) 729-5389

Tips for success in distance learning

- Distance learning classes require independence, initiative, and self-discipline because students are in charge of their own learning. Instructors cannot see students to know when they are confused, so students must take the initiative and communicate questions.
- Assignment deadlines for online classes are just as critical as those in traditional classes. Some classes will require that students submit assignments by specific deadlines throughout the semester.
- All student rights and responsibilities are described in the student handbook (http://www.nwfsc.edu/catalog/archives/cat2007-08/2007-2008_CollegeCatalog.pdf) and all requirements in course study guides and other instructor-supplied handouts apply to distance learning students.

Who can help?

- For questions about a specific class, contact the instructor either by phone or e-mail.
- For technical assistance, please first refer to the Technical Assistance link at <http://itech.nwfsc.edu/> > Student Resources. For further technical help, call the Learning Technologies Department at (850) 729-6464.
- For general questions, contact the Learning Technologies Department at the Niceville campus (850) 729-6464.
- For library and online database information, visit <http://lrc.nwfsc.edu/> or call the Outreach Librarian at (850) 729-5312.
- For the bookstore, call (850) 729-5384, or visit <http://www.bookstore.nwfsc.edu/> to purchase textbooks online.
- For learning support services, visit <http://dept.nwfsc.edu/>. For the Academic Success Center, also call (850) 729-5389; for the Math Lab, visit L131 on the Niceville campus and Building 4, room 403 on the Fort Walton Beach campus.

Rev. 8/20/09

For help, please use the instructor support request form at <http://lrc.nwfsc.edu/forms/websvcsrequest.html>